

# MANAGEMENT NOTICE

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 06-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Swimming Pool Operator

OPENING DATE: February 10, 2011

CLOSING DATE: February 24, 2011

WORK HOURS: Full-time; 40 hours/ week (Monday-Friday)

GRADE: \*Not-Ordinarily Resident: FP--CC (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 02

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy is seeking an individual for the position of Swimming Pool Operator. The position is located in the Facilities Maintenance Section and reports to the Chief Maintenance Supervisor.

## **FUNCTIONS OF THE POSITION:**

Maintain pools by filtering water; using water vacuuming hose, and swimming pool filtration/pumping equipment; starts, and adjusts equipment as necessary on the basis of meter reading. Tests chemicals based on instructions on chemical KIT pack, chorine tank, to ensure balanced contents of chlorine, alum, PH & PHD tablets or liquid are released to the pools. May add or reduce content of chemicals to lessen too much hardness or achieve required standard of water, and avoid health hazards to personnel utilizing pools. Carries out repairs on the utilities equipment as and when necessary. Maintains control of assigned tools and will account for them while working for the Embassy.

Assist gardener and laborers in unskilled manual work and performs other duties as assigned by supervisor.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of secondary school with combination of vocational training experience is required.
- 2. Experience:** One year experience in operation of swimming pools and related utilities equipment.
- 3. English Ability:** Level I1 English ability (limited) is all that is required.
- 4. Other Criteria:** Knowledge of swimming pool operating practices and procedures. Some gardening and laborer experience.
- 5. Other Skills:** Ability to perform routine maintenance operations in the pool. Ability to use tools, equipment and chemical in maintaining the pool.

## **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Swimming Pool Operator)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

#### DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 24, 2011

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.